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By Command of the Defence Council

Second Sea Lord and Fleet Commander

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DIVERSITY AND INCLUSION EQUALITY ANALYSIS

Chapter POCs are responsible for conducting Equality Analysis on any new policy which affects the employment of personnel in order to ensure that it does not have a disproportionate impact on those in the Protected Characteristic groups.

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The following conventions are used throughout this publication.

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An operating procedure, practice or condition that may result in equipment damage if not carefully observed or followed.

Note. *An operating procedure, practice or condition that is essential to emphasise.*

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NAVIGATION

This book can be navigated by opening the side navigation menu. This is accessed by selecting the three line navigation bar adjacent to the page count at left of the tool bar. It will open the navigation menu sidebar, including access to a List Abbreviations and Glossary of Terms.

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PREFACE

1. This Naval Book of Reference (BR) exists in electronic form only (hence the letter 'd', denoting 'digital', after 'BR'). The publication is very large. Printed extracts will become invalid if not re-printed following the issue of a later edition.

2. How to Use this BR

References to external material within the BRd are listed throughout; these can be accessed via the user's internet/intranet access platform, where the relevant permissions are held. The BRd may be searched in two ways: by using the Search button in the File Toolbar to search within an open Chapter, or by looking in the Index which lists paragraph titles throughout the BR in alphabetical order – clicking on the selected item will take the reader to the paragraph in question. **Sponsors can be found on the first page of each Chapter and are the first point of contact for any policy queries/amendments (see page x also).**

3. Aim

The aim of this publication is threefold: to define Royal Navy personnel policy and regulations, to lay down doctrine on processes, and to provide guidance to all involved in this subject.

4. Scope

BRd 3(1) provides Naval Personnel Management policy direction for all uniformed parts of the whole force. A separate volume, BRd 3(2) is a Schedule to the Regulations for the Reserve Naval and Marine Forces 2015, created under the powers delegated to the Defence Council by Section 4 of the Reserve Forces Act 1996, providing policy direction where this is needed to meet Parliamentary requirements.

5. Structure of BRd 3(1)

Following these preliminary pages, which incorporate a List of Abbreviations and Glossary of Terms accessible via the navigation sidebar, BRd 3(1) is comprised of the following parts:

a. **Part 1 (People Management Organisation and Strategy).** Part 1 summarises the organisation of Naval People Management, outlines how the overall process works, and shows the linkages between the individual components of the process. Details of each component are provided in the subsequent Parts.

b. **Part 2 (Establishment Administration).** Part 2 explains how the total demand for trained Naval workforce is defined today and in the future in Establishment Lists. It lays down policy and practice and gives rules, guidance and limitations on the formulation and change of Establishment Lists.

c. **Part 3 (Personnel Planning and Costing).** Part 3 outlines how Naval personnel planning is conducted, drawing on the workforce Planning Liability that is derived from summations of Naval positions in Establishment Lists and subsequent adjustments. It also gives a brief insight to personnel costing.

d. **Part 4 (Recruiting).** Part 4 delivers recruiting policy and processes.

e. **Part 5 (Life Management).** Part 5 covers policies on discipline and the administration, welfare and well-being of individual Service personnel, including the Divisional and Regimental System.

f. **Part 6 (Uniform Regulations).** Part 6 provides the necessary direction for the wearing of uniform by RN, RM, Maritime Reserves, Royal Fleet Auxiliary, Naval Retail Staff and Royal Corps of Naval Constructors. It also covers policy and regulations on appearance, the wearing of uniform in public, and laundry provision.

g. **Part 7 (Career Structures).** Part 7 shows how an individual's career may be shaped and managed over the full time span of commitment to the Service, including Commissions, Careers, Engagements, associated Terms and Conditions of Service, the assignment process (including for augmentation and in response to crisis), Career and Branch Management and Security Vetting policy.

h. **Part 8 (Promotion).** Part 8 covers the officer and rating/RMOR promotions policy, processes and regulations.

i. **Part 9 (Individual Training, Learning Development and Resettlement Policy).** Part 9 outlines the policies under which Naval individual training, education, and resettlement are conducted.

j. **Part 10 (Maritime Reserves).** Part 10 gives details on Maritime Reserve policy, regulations and administration not covered as Secondary Legislation in BRd 3(2) .

k. **Part 11 (University Royal Naval Units and Cadet Forces).** Part 11 contains policy regulations governing the administration of the University Royal Naval Units (URNU) and Royal Naval Cadet Forces.

7. Terminology

Considerable effort has been put into standardising terminology used in the Royal Navy. Terms used are in accordance with those included in the Tri-Service Common Workforce Lexicon in JSP 755. Some terms, primarily where they are not covered in JSP 755, are given in the Glossary. Terminology is always evolving. Examples of changes already widely (but not exhaustively) incorporated include; gender neutrality, liability in place of requirement and assignment in place of appointment or draft. Some personnel management terminology is quite specialised and so, to improve readability, the use of 'Plain English' has been maximised. Common abbreviations are used widely (as defined in the List of Abbreviations) and personnel groups have usually been identified explicitly; fewer common terms are often being given in full. Unless stated otherwise, the following assumptions should be recognised when specific terms are used:

a. 'Naval' and 'Naval Service' refers to the Royal Navy as a whole;

b. 'Ratings' include RMOR, except where stated;

c. 'Ships' include Submarines, Mine Countermeasures, Fishery Protection and Patrol Boat Vessels.

d. 'Units' generally refers to deployable organisations that have their own Establishment List.

e. RN ranks (which includes rates) encompass RM and QARNNS equivalents (an equivalent rank table may be found later in these preliminary pages.)

f. In the very rare cases where a gender-neutral expression is not readily available, male/female terminology has been used.

8. Associated Information

In order to minimise duplication, links or references are provided to associated subjects and areas of activity. Furthermore, in view of the relatively frequent changes to policy and processes, it is essential that recent DINs and RNTMs are also scrutinised. The following, not connected by links, are key sources of related information:

a. **RN Regulations.**

(1) **BRd 8374 (RN and RM Officer Training Regulations).** BRd 8374 provides policy and guidance on officers' training, from Phase 1 through to higher level staff training and Defence Fellowships.

(2) **BRd 3(2) Naval Personnel Management - Reserves.** Policy, instructions and guidance on the Maritime Reserves are governed by the provisions of the Reserve Forces Act 1996 (RFA 96) and summarised in BRd 3(2).

b. **Joint Service Regulations.**

(1) **JSP 753: Regulations for the Mobilisation of Reserve Forces**.

(2) **JSP 462: Financial Management and Charging Policy Manual.**

(3) **JSP 419: Adventurous Training in the UK Armed Forces.**

(4) **JSP 440: The Defence Manual of Security.**

(5) **JSP 464: Tri-Service Accommodation Regulations.**

(6) **JSP 750: Centrally Determined Terms of Service.**

(7) **JSP 751: Joint Casualty and Compassionate Policy and Procedures.**

(8) **JSP 752: Tri-Service Regulations for Expenses and Allowances.**

(9) **JSP 754: Tri-Service Regulations for Pay.**

(10) **JSP 755: Centre-Determined Policy for Career Management and the Admin of Tri-Service Positions and Assignments** (includes a lexicon of personnel terms).

(11) **JSP 757: Tri-Service Appraisal Reporting Instructions.**

(12) **JSP 760: Tri-Service Regulations for Leave and Other Types of Absence.**

(13) **JSP 761: Honours and Awards in the Armed Forces.**

(14) **JSP 830: Manual of Service Law.**

(15) **JSP 831: Redress of Individual Grievances: Service Complaints.**

(16) **JSP 835: Alcohol and Substance Misuse and Testing.**

(17) **JSP 887: Diversity, Inclusion and Social Conduct.**

(18) **JSP 950: Medical Policy.**

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EQUIVALENT SERVICE RANKS AND GRADES

NATO CODE	ROYAL NAVY inc QARNNS[1]	ROYAL MARINES	ARMY	ROYAL AIR FORCE	CIVILIAN STAFF
OF 10[2]	Admiral of the Fleet	-	Field Marshal	Marshal of the Royal Air Force	PUS 2nd PUS
OF 9	Admiral	General	General	Air Chief Marshal	
OF 8	Vice Admiral	Lieutenant General	Lieutenant General	Air Marshal	SCS Pay Band 3
OF 7	Rear Admiral	Major General	Major General	Air Vice-Marshal	SCS Pay Band 2
OF 6	Commodore	Brigadier	Brigadier	Air Commodore	SCS Pay Band 1
-	-	-	-	-	Band B1
OF 5	Captain	Colonel	Colonel	Group Captain	Band B2
OF 4	Commander	Lieutenant Colonel	Lieutenant Colonel	Wing Commander	Band C1
OF 3	Lieutenant Commander	Major	Major	Squadron Leader	Band C2
OF 2	Lieutenant	Captain	Captain	Flight Lieutenant	Band D
OF 1	Sub Lieutenant Midshipman (both junior to Army & RAF equivalents)	Lieutenant	Lieutenant Second Lieutenant	Flying Officer Pilot Officer Acting Pilot Officer (junior to Army equivalent)	-
OR9	Warrant Officer, Class 1	Warrant Officer, Class 1	Warrant Officer, Class 1	Warrant Officer Master Aircrew	
OR 8	Warrant Officer, Class 2	Warrant Officer, Class 2	Warrant Officer, Class 2	-	
OR 7	Chief Petty Officer Master at Arms	Colour Sergeant	Staff Corporal Staff Sergeant	Flight Sergeant Chief Technician	
OR 5/6	Petty Officer	Sergeant	Sergeant Corporal of Horse	Sergeant	E1
OR 4	Leading Hand	Corporal	Corporal Bombardier	Corporal	
OR 3	-	Lance Corporal	Lance Corporal Lance Bombardier	Lance Corporal (RAF Regt only)	
OR 2	Able Rate 1 Able Rate 2	Marine	Private Class 1-3 however described, e.g. Driver, Trooper, Ranger, Sapper	Air Specialist (Class 2)/Air Specialist (Class 1)/Air Specialist (Class 1) Technician Air Recruit	
OR 1		-	Private Class 4	-	

Chaplain equivalents are shown in the similar table in JSP 752 Para 02.0141.

1 In the performance of their duties in wards etc., nursing personnel are to use professional titles eg. Nurse, Sister (Charge Nurse in respect of male nurses), Senior Sister, Matron, etc.
2 Promotion to Admiral of the Fleet, Field Marshal and Marshal of the Royal Air Force is held in abeyance in peacetime.

LIST OF ABBREVIATIONS

For a list of acronyms for Naval Branches and Specialisations, see Annex 1A. For a Glossary of terms and abbreviations used in Naval Recruiting, see Chapter 16. A Relative Rates Table, which gives acronyms and full titles of all Ranks and Rates in each Specialisation, is at Annex 65A.

A

AAO	Accused's Assisting Officer
ACAS	Assistant Chief of the Air Staff
ACGS	Assistant Chief of the General Staff
ACLO	Area Careers Liaison Officer
ACNS	Assistant Chief of Naval Staff
ACOS	Assistant Chief of Staff
ACOS(RP)	ACOS (Resources and Plans)
ACSC	Advanced Command and Staff Course
ADC	Additional Duties Commitment (a form of part-time Reserve Service)
AFA	Armed Forces Act
AFCEI	Armed Forces Careers Enquiry Interview
AFCO	Armed Forces Careers Office
AFCO ME	AFCO Medical Examiner
AFPRB	Armed Forces Pay Review Body
AFPS	Armed Forces Pension Scheme
AG	Adjutant General (Army PPO)
AHR	Acting Higher Rank/Rate
AIB	Admiralty Interview Board
AinU	Articles in Use
AIP	Accelerated Incremental Progression
AMP	Air Member for Personnel (RAF PPO)
AMS	Acquisition Management System
AP	Accounting Period
ARC	Area Redeployment Centre
AT	Adventurous Training
ATL	Above the Line
AUN	Authorised Numbers

B

BC	Business Case
BD	Branch Designator
BPSS	Baseline Personnel Security Standard
BRd 2	Queen's Regulations for the Royal Navy
BRd 8374	RN and RM Officer Training Regulations
BRNC	Britannia Royal Naval College, Dartmouth
BS	Branch Structures
BT	Branch Transfer
BTL	Below the Line

C

CA	Careers Adviser
CADMID	Concept/Assessment/Demonstration/Manufacture/In-Service/Disposal
CAPPS	Common Assignments
CBRN	Chemical, Biological, Radiation and Nuclear
CC	Career Commission; Corps Commission (RM); Career Check
CCS	Career Commission Stage
CDP	Chief of Defence People
CE	Commission Extension
CEB	Customer Executive Board
CJO	Chief of Joint Operations
CM	Capability Managers (Naval Reserves only)
CM	Career Manager
CMC	Contingency Mobilisation Centre/Crisis Management Centre/Career Management Cell
CMR	Commander Maritime Reserves
CMRTM	CMR Temporary Memorandum
CMS	Core Maritime (or Military) Skills
CMT	College of Management and Technology
CO	Commanding Officer
COEIA	Combined Operational Effectiveness Investment Appraisal
CONEMP	Concept of Employment
CONOPS	Concept of Operations
CONUSE	Concept of Use
COO	Cost of Ownership
COTF	Chaplain of the Fleet
CPF	Change Proposal Form
CPD	Common Promotion Date
CR	Compensating Reduction
CRD	Common Reporting Date
CRFAL	Compulsory Removal from Active List
CRP	Customer Response Process (recruitment)
CS	(Royal Naval) Careers Service
CSA	Customer Supplier Agreement
CTCRM	Commando Training Centre Royal Marines
CVS	Carrier Vessel Strike
CWO	Command Warrant Officer

D

DA	Defence Academy, Dormant Appointment
DAC	Defence Augmentation Cell
DACOS	Deputy Assistant Chief of Staff
DB	Defence Board
DBS	Disclosure and Barring Service/Defence Business Services
DCDS	Deputy Chief of Defence Staff
DCMC	Defence Crisis Management Centre
DCSA	Defence Communication Services Agency

DD/FF	Destroyer/Frigate
DDir Avn	Deputy Director Aviation
DDPD	Deputy Director People Delivery
DDPS	Deputy Director People Strategy
DE	Direct Entry
DE&S	Defence Equipment and Support
DGMO	Director General Management and Organisation
DHG	Defence Hospital Group
DII	Defence Information Infrastructure
DIN	Defence Instructions and Notices
Dir P&T/NavSec	Director Personnel and Training/Naval Secretary
DITC	Directorate for Individual Training Capability
DLOD	Defence Lines of Development
DLP	Defence Learning Portal
DMG	Defence Medical Group
DNAS	Defence Nutrition Advisory Service
DO	Divisional Officer
DOE	Defence Operations Executive
DP	Defence Programme
DPA	Defence Planning Assumptions/Data Protection Act
DSAT	Defence Systems Approach to Training
DSP	Defence Strategic Plan
Dstl	Defence Science and Technology Laboratories
DS(N)	Defence Statistics (Navy)
DTE	Defence Training Establishments
DTR	Defence Training Review
DTUS	Defence Technical Undergraduate Scheme
DSUS	Defence STEM Undergraduate Scheme
DV	Developed Vetting
DVA	Defence Vetting Agency

E

E	Engineering
EA	Executive Assistant or Establishment Administrator
EAF	Establishment Amendment Form
EC	Extended Career
ECC	Equipment Capability Customer
EFQM	European Foundation for Quality Management
EMF	Embarked Military Force
EN	Employer Notification
EOS	Extension of Service
ERC	Education and Resettlement Centre
ERO	Education and Resettlement Officer
ES	Engagement Stage (followed by 1, 2 or 3)
ET	Early Termination (of Service)
EWO	Establishment or Executive Warrant Officer

F

FAA	Fleet Air Arm
FATs	Flying Aptitude Tests
FBNW	(Fitted) For But Not With

FC	Full Career
FCS	Full Commission Stage
FD(N)	Finance Director (Navy)
FE	Functional Employer
FEMO	Final Examining Medical Officer (recruitment)
FLC	Front Line Commander
FMC	Finance and Military Capability (Fin Mil Cap)
FN	Future Navy
FNV	Future Navy Vision
FNOC	Future Navy Operating Concept
FOC	Full Operating Capability/First of Class
FOO	Forecast of Outturn
FOST	Fleet Operational Standards and Training
FRI	Financial Retention Incentive
FS	Family Services
FSC	Future Surface Combatant
FSD/A	First Sea Draft/Assignment
FSL	Foreign Service Leave
FTR	Fit to Receive
FTRS(FC/LC/HC)	Full Time Reserve Service (Full/Limited/Home Commitment)

G

GB	General Billet
GCB	Good Conduct Badge
GCHQ	Government Communications Headquarters
GS	General Service
GSP	Geographic Squad Pooling
GTS	Gains to Trained Strength

H

HA	Higher Authority
HMS	His Majesty's Ship
HOD	Head of Department/Division
HR	Human Resources
HRR	High Readiness Reserve

I

IBD	Incremental Basic Date
ICR	Initial Career Reporting
ICS	Initial Commission Stage
ICSC	Initial Command and Staff Course
IDPA	Interim Defence Planning Assumptions
IG	Initial Gate (in Project Management)
ILC	Interactive Learning Centre
INM	Institute of Naval Medicine
INT	Initial Naval Training
IPT	Integrated Project Team
IOC	Initial Operating Capability

IS	Information System
ISD	In Service Date
IT	Information Technology
ITEA/P	Integrated Test, Evaluation and Acceptance/Plan
ITP	Initial Training Pipeline
IY	In-Year

J

JFAG	Joint Force Air Group
JMES	Joint Medical Employment Standard
JOFB	Junior Officers' Fleet Board
JPA	Joint Personnel Administration
JR	Junior Rate/Rating (Royal Navy)
JSP	Joint Service Publication
JSU	Joint Support Unit

K

KPI	Key Performance Indicator
KRRN	King's Regulations for the Royal Navy (BRd 2)
KUR	Key User Requirement
KVRM	King's Volunteer Reserve Medal

L

L	Logistics
LANTERN	Literacy and Numeracy Testing and Education in the Royal Navy
LFS	Local Foreign Service
LoD	Line of Development
LOS	Length of Service
LOV	List of Values
LPD	Landing Platform Dock
LS	Liability Substitution
LSSA	Longer Separated Service Allowance
LSSB	Long Service at Sea Bonus

M

MA	Margin Area/Military Assistant
MAA	Minor Administrative Action
MC of OC	Moral Component of Operation Capability
MCMV	Mine Countermeasures Vessel
MDG(N)	Medical Director General (Navy)
ME	Marine Engineering
MFD	Medically Fully Deployable
MG	Management Group/Main Gate (in Acquisition)
MO	Medical Officer
MoD	Ministry of Defence
MPAR	Mid-Period Appraisal Review
MSFT	Multi-Stage Fitness Test
MSL	Manual of Service Law (JSP 830)
MTA	Minimum Time Ashore (obsolete)

MTS	Minimum Time to Serve
MUSA	Married Unaccompanied Service Allowance
MWV	Minor War Vessel

N

NA	Naval Assistant
NAMET	Naval Mathematics and English Test (obsolescent)
NAVB	Navy Board
NavSec	Naval Secretary (see Dir P&T)
NBC	Naval Base Commander
NBPCP	Navy Board Personnel Change Programme
NCXT	Navy Command Executive Team
NETE	New Entry Training Establishment
NETS	Naval Education Training and Skills
NFGP	Naval Force Generation Plan
NGO	Non-Governmental Organisation
NGT	Naval General Training
NMC	Nursing Midwifery Council
NO	Nursing Officer
NOK	Next of Kin
NPGO	Navy Publications and Graphics Organisation
NPP	Navy Performance Plan
NPS	Naval Personnel Strategy
NPT	Naval Personnel Team
NRC	Naval Regional Commanders
NS	Naval Service
NSMBOS	Naval Service Medical Board of Survey
NSMEB	Naval Service Medical Employability Board
NSP	Naval Strategic Plan
NST	Naval Swimming Test
NVQ	National Vocational Qualification

O

OC	Operational Capability
OCT	OC Training
OCLC	Officer Careers Liaison Centre
OGD	Other Government Department
OIF	Officer Information Form
OJAR	Officers Joint Appraisal Report
OPS	Operational Performance Statement
OR	Other Rank (Royal Marines)
OSM	Operational Stress Management
OTA	Operational Tasking Authority
OTR	Operational Task Requirement

P

PCS	Personal Clothing System
PDev	Physical Development
PEd	Physical Education
PES	Physical Employment Standard
PFS	Personnel Functional Standards
PJHQ	Permanent Joint Headquarters
PJFT	Pre-Joining Fitness Test
PJT	Pre-Joining Training
PMU	Permanently Medically Unfit
POC	Point of Contact
POC	Potential Officer Candidates (AIB process)
POC	Potential Officers' Course (RM/RMR selection process)
POTL	Post Operational Tour Leave
PPLAN	Personnel Planning
PPO	Principal Personnel Officer
PQ	Professional Qualification
PQC	Professional Qualifying Course
PQE	Professional Qualifying Examination
PR	Planning Round
PRMC	Potential Royal Marines Course
PRT	Pre-enquiry Recruiting Testing
PM	Professions Manager
PSA	Public Sector Agreement
PUS	Permanent Under Secretary
PVR	Premature Voluntary Release (see also VO & ET)

Q

QARNNS	Queen Alexandra's Royal Naval Nursing Service
QB	Quarter Bill
QELR	Qualified Educationally for the Leading Rate
QEWO	Qualified Educationally for Warrant Officer

R

R[No.]	Readiness State [e.g. R2]
(R)	(Reserve)
RAMS	Redeployment and Mobilisation System
RCMA	Regional Career Management Advisor
RCR	Resource Change Request
REQM	Requirements Manager (obsolete, see BM)
RFA	Royal Fleet Auxiliary
RFA96	Reserve Forces Act 1996
RFAL	Removed from Active List
RFR	Royal Fleet Reserve
RM	Royal Marines
RMOR	RM Other Rank
RMR	Royal Marines Reserve
RN	Royal Navy
RNAS	Royal Naval Air Station
RNCS	Royal Naval Careers Service
RN FPS	Royal Navy Family and People Support

RNR	Royal Naval Reserve
RNRDB	RNR Data Base
RNRMC	Royal Navy and Royal Marines Charity
RNTM	Royal Naval Temporary Memorandum
RP	Resource and Programmes
RPS	Role Performance Statement
RR	Recall Reserve
RT	Recruiting Test; Remedial Training
RTC	Reserve Training Centre (obsolete term)

S

SC	Security Clearance
SEP	Sustainable Experience Profile
SED	Streamlined Eligibility Date
SFA	Service Family Accommodation
SGL	Sea-Goer's Leave
SIP	Suspended Incremental Progression
SITP	Standard Initial Training Period
SJAR	Service Joint Appraisal Report
SLA	Single Living Accommodation
SM	Submarine
SME	Subject Matter Expert
SNBC	Sub Navy Board Committee
SNCO	Senior Non-Commissioned Officer (Royal Marines)
SNLR	(Discharge) Service No Longer Required
SOTR	Statement of Trained Requirement
SOTT	Statement of Training Task
SP	Service Person
SPP	Service Personnel Plan
SPPR	Service Personnel Process Review
SPVA	Service Personnel and Veterans Agency (obsolete, see DBS)
SQ	Specialist Qualification (Specialisation or Sub Specialisation)
SQEP	Suitably Qualified and Experienced Personnel
SR	Senior Rate/Rating (Royal Navy)
SR	Sponsored Reserve
SRP	Service Review Point
SSDI	Squad System Desk Instructions
SSSC	Special Short Service Career
SST	Short Stand-alone Tour
STB	Short Term Billet (obsolete, see TP)
STCW	Standards of Training, Certification and Watch-keeping for Seafarers
STP	Short Term Plan (obsolete, see DP)
SUY	Senior Upper Yardman
SYVETT	Security Vetting

T

T&S	Travel and Subsistence
TACOS	See TCOS
TAFMIS	Training Administration and Finance Management Information System

TB	Task Book
TCOS	Terms and Conditions of Service
TCSSE	Tailored Career Short Service Engagement
TDA	Training Delivery Authorities
TLB/TLBH	Top Level Budget/TLB Holder
TM	Temporary Memorandum
TMU	Temporarily Medically Unfit
TNA	Training Needs Analysis
TOIL	Time Off in Lieu
TOS	Terms of Service
TP	Temporary Position
TrAD	Training Authorisation Document
TS	Trained Strength
TX	Terminal Expiry (date) (meaning end of service)

U

U18	Under age 18
UCAS	University and Colleges Admission Service
UEA	Unit Establishment Administrator
UEL	Unit Establishment List
UIN	Unit Identity Number
UKSV	United Kingdom Security Vetting
UPL	Unit Position List
UPO	Unit Personnel Office
URD	User Requirements Document
URNU	University Royal Naval Unit
UTS	Untrained Strength
UY	Upper Yardman

V

VCQ	Volunteer Contingency Quotient
VMF	Versatile Maritime Force
VO	Voluntary Outflow (through Notice) (see ET)
VRFAL	Voluntary Removal from Active List
VRSM	Volunteer Reserve Service Medal

W

W	Warfare
WECK	White Ensign Ceremonial Kit
WLC	Whole Life Costs
WMO	Waterfront Manning Office (obsolete, see CMC)
WSB	Watch and Station Bill
WTC	Waterfront Training Centre

GLOSSARY OF TERMS

(See also the Tri-Service Common Workforce Lexicon in JSP 755)

TERM	DEFINITION
Acting Higher Rank/Rate	A rank that is higher than a Service Person's substantive Rank and is awarded for a temporary period. Paid at the Acting Rank/Rate. In RM referred to as Acting Rank.
Arm	A top-level breakdown of a Service on functional grounds.
Assignment	A former, current or future allocation of a Service Person to a given Position.
Augmentation	Augmentation is the temporary re-distribution of individuals (regular, reserve or civilian) to wherever they are needed to meet directed operational Military Tasks and Events that cannot be achieved within peacetime establishments.
Branch	A professional functional sub-division which can be further divided into specialisations.
Competition Position	A Position which is filled by competition across and/or outside the Services.
Donor Position	A pre-determined and flagged Position which does not itself have a Crisis or Exercise function and that is filled by a Service Person who may be required for (later) Augmentation duties.
Dual Assignment	A Position which does not have a Crisis or Exercise function which is annotated to provide its incumbent to fill a specific Position, in another Unit, which has a Crisis or Exercise role only.
End Dated Position	A Position which counts towards Liability and which has a defined end date.
Enduring Position	A Position which counts towards Liability and which has no end date.
Establishment	An authorised account of the numbers and details of Positions in an Organisation.
Establishment Administration	The term used to describe the maintenance of Establishment documentation.
Hierarchy	An arrangement of Units, Organisations and/or Positions for command and administrative purposes.
JOB	A JPA term comprising three elements: Service/Domain/Detail, which is applied to every Position as a generic descriptor to assist Workforce Authorities in Assigning personnel appropriately.
Junior Rank/Rate/Rating	A Service Person having a Rank up to NATO Rank OR4.
Liability	Liability refers to the requirement for specified types of trained military personnel. A baseline 'Service Liability' is agreed for each of the Services against which Workforce Balance and the Public Sector Agreement is measured. These Service Liability totals are adjusted through the Departmental Planning process and endorsed by the Defence Board.
Local Foreign Service	Positions in an overseas Organisation that is not classified as SEA.
Local Rank/Rate	An unpaid rank that is different to a Service Person's substantive Rank and is awarded for a temporary period. Paid at the substantive Rank/Rate, unless also holding Acting Higher Rank/Rate.

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GLOSSARY OF TERMS (*Continued*)

TERM	DEFINITION
Maritime Reserves	See Volunteer Reserve Forces.
Officer	A Service Person holding a Royal Commission.
Organisation	A discrete Service group of any size and at any level.
Other Rank	A Service Person having a Rank up to NATO Rank OR9.
Phase 1 Training	All new entry training to provide basic military skills.
Phase 2 Training	Initial individual specialisation, sub-specialisation and technical training following Phase 1 Training prior to joining the Trained Strength.
Phase 3 Training	A period of individual training undertaken at any stage in a Serviceperson's career after GTS.
Planned Augmentation	Planned Augmentation reflects a known requirement for augmentees during times of crisis. It is reflected in Joint HQ augmentation manning lists and as "M Role" Positions in an Establishment for a Naval Unit.
Position	Position is an authorised personnel element of an Organisation to which one or more individuals may be Assigned.
Regular Reserve Forces	The Royal Fleet Reserve, Army Reserve and Royal Air Force Reserve. It is primarily (but not exclusively) comprised of ex-regular personnel who carry a reserve Liability.
Rotational Position	A Position filled in turn by more than one Service in a pre-determined cycle. Such Positions can include foreign service personnel.
Royal Navy	Royal Navy (including QARNNS, Chaplains, Welfare Service), Royal Marines, Royal Fleet Reserve, Royal Naval Reserve, Royal Marines Reserve, and Royal Naval Careers Service.
Senior Rank/Rate/Rating	A Service Person having a NATO Rank of OR5 or above, up to OR7.
Service Person	A member of the UK Armed Forces. Includes the Royal Navy, Army and RAF.
SEA Organisation	Positions in these Organisations meet specific criteria associated with an expectation of a high degree of separated service (BRd 3(1) Chapter 2 refers).
SHORE Organisation	Positions in these Organisations do not meet the SEA or Local Foreign Service criteria.
Specialisation	A professional sub-division of Branch likely to reflect a particular field of expertise. Specialisations can be further divided into Sub-specialisations.
Status	Status is the operational stance in which an Organisation or Unit is operating.
Strength	The number of personnel in an Organisation. It may be further sub-divided by a number of groupings e.g. Service, Arm, Branch, Specialisation, sub-Specialisation, or rank.
Sub-Specialisation	A division of Specialisation on professional grounds. This is the lowest recognised level within the tri-Service structure.
Temporary Position	A Position that is created for a specific purpose and for a specific, finite period of time and does not count towards Liability.

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GLOSSARY OF TERMS (*Continued*)

TERM	DEFINITION
Trained Strength	The number Service Personnel who have completed Phase 2 Training having reached Training Performance Standard (TPS).
Unit	A collection of Positions and/or Organisations grouped together for a particular purpose. It may contain several sub-units.
Untrained Strength	Number of serving military personnel who have yet to complete Phase 2 training.
Volunteer Reserve Forces	The Royal Naval Reserve, Royal Marines Reserve, Territorial Army and Royal Auxiliary Air Force. They are volunteers who are required to train and are legally liable to be mobilised. Members may be ex-regulars. Naval volunteer Reserve Forces are also known as Maritime Reserves.
Warrant Officer	A Service Person holding a Royal Warrant and equivalent to NATO Rank OR8 or OR9.
Warrant Officer 1	A Service Person having NATO Rank OR9. Also referred to as Warrant Officer Class 1 or Warrant Officer 1st Class.
Warrant Officer 2	A Service Person having NATO Rank OR8. Also referred to as Warrant Officer Class 2 or Warrant Officer 2nd Class.